

CITY OF DOVER

DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center Rom 305, Conference
Meeting Date: **Thursday, November 5, 2015**
Meeting Time: **4:00 PM**

Members Present: Maurice Olivier (Secretary), Peter Hamblett, Jack Mettee, Scott Johnson, Sam Haddadin, Phil Rinaldi

Members Not Present: Annette Studebaker (Vice Chair) Tim Dargan (Chair), David Peck, Matt Sylvia

Ex Officio Members Present: Dan Barufaldi, Economic Development Director

Ex Officio Members Not Present: J. Michael Joyal, City Manager, Karen Weston, Mayor, Daniel Lynch, Finance Director/Treasurer

D. Choate, Colliers International, NOT present.

1. The Secretary called the meeting to order at **4:03 p.m.**

The Secretary called for a roll call attendance. A quorum was present.

2. Review and Approval of the September 3rd, 2015 Meeting Minutes.

Motion: Sam Haddadin made a motion to approve the September 3rd, 2015 Amended Board Meeting Minutes. Seconded by Phil Rinaldi. Vote U/A

3. Review and Approval of the October 1st, 2015 Meeting Minutes.

Motion: Scott Johnson made a motion to approve the October 1st, 2015 Board Meeting Minutes. Seconded by Sam Haddadin. Vote U/A

4. Non-Public Session:

- Entered non-public session pursuant to RSA 91-A for the purpose of the acquisition, sale, or lease of real or personal property and to discuss personnel issues. Roll call vote, simple majority needed to pass.

Motion: Pete Hamblett made a motion to enter non-public session. Seconded by Phil Rinaldi. Vote: U/A

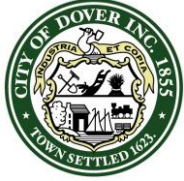
5. Return to public session. The Chair requested a motion to seal the minutes because divulgence would "render the proposed action(s) ineffective".

Motion: Jack Mettee made a motion to seal the minutes. Seconded by Sam Haddadin. Vote: U/A

Chris Parker is a guest for today's DBIDA Meeting

6. OLD BUSINESS:

Participant Reports on Strategic Intentions Action Categories:



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- Conversion of residential properties to commercial:

- Scott Johnson, Point Person

Knocked on the first door to discuss potential interest, but will be compiling a list. The group has looked at all wards and has designated the most suitable properties for possibility to rezone to Commercial. The group is looking to put values on what will be needed such as corridor, utilities etc. Jack Mettee is creating the matrix. Steve Bird and Elena Piekut have been very helpful resources and providing their time with this process.

- Expand healthcare related businesses:

- Pete Hamblett, Point Person

The first meeting with Greg Walker, the head of WDH, is arranged for next week. This will be to pick his brain and how he views the health market in our area and what businesses want to be here, this is the first stage in the process. Steve Wyrsh is back as the head of the Therapeutic Department at WDH and very interested to rejoin the DBIDA Board. He will be submitting an application in the near future. Scott Johnson followed up that Steve is very connected and has the lay of the land in the health industry. Dan Barufaldi mentioned Steve was second in command under the Surgeon General and is a high powered retired Navy Commander.

- Enterprise Park II land acquisition:

- Tim Dargan, Point Person/ Covered in Non-Public Session.

- Sustain a vibrant downtown:

- Phil Rinaldi, Point Person

Phil Rinaldi and Matt Sylvia didn't "break bread" this past month, however Phil Rinaldi dined at Two Home Cooks and a discussion was had that they are doing well and are going with the flow with all of the construction that is happening.

- Work with schools and Community organizations to ensure a future work force:

- David Peck, Point Person (Annette Studebaker absent)

Both members were not present to give an update

- Actively review strategic Intentions at regular intervals:

- Moe Olivier, Point Person

More detail to come in January 2016.

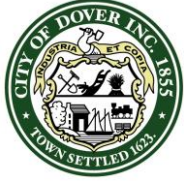
- Continue to connect with, interact with other local groups with similar goals:

- David Peck, Point Person -

Not present to provide an update.

- Work with the media to publish, promote, showcase local company achievements/ awards:

- Administrative Assistant, Nicole Sukduang



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Dan provided an update that Nicole has been talking with local merchants to develop a new program to acquire hotel patrons for the downtown businesses. There was discussion about the 42 annual bus tours along with other events that go on during the off seasons such as swim meets in the summer and hockey tournaments in the winter, there are eight events which bring in about \$300,000 per event. Sam Haddadin mentioned maybe a pub crawl or business crawl could be arranged for tour busses as another option to bring them to the downtown area.

- Identify the annual commercial tax ratable increase to measure development progress: / Tax Ratable Base growth Report
 - Sam Haddadin, Point Person

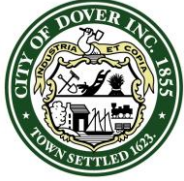
Sam Haddadin does not want to discuss just yet.

- DBIDA Budget enhancement tied to ROI Data development:
 - Matt Sylvia, Point Person
- Not present to provide an update.

Gary Bannon entered the meeting at 5:05 pm to review/discuss the Waterfront Development.
Chris Parker left the meeting at 5:14 pm.

- Waterfront Development status report,
Jack Mettee, Point Person

Dan Barufaldi indicated Gary Bannon will be present at 5pm, for this topic, to provide an overview. Jack Mettee indicated as of last Wednesday the City Council voted in favor of the contract with Union Studios to provide design services to the City and Cocheco Waterfront Development Advisory Committee for the preliminary design of the public part of the waterfront site. The Waterfront Development is broken down into three steps: pre design analysis such as getting the lay of land and meeting with stakeholders, then the preliminary design and last is the final concept of the plan. Union Studios, the selected design team, are under negotiations to come up with preferred scope of services along with a budget. The initial part will result in final concept design and then the RFP for developers to come in to develop the non public portion. A second phase of the contract either Union Studios or another contractor will assist the developer on the plans with the city. Agreement with Union Studios is for the first phase and there is a meeting on 11/16/2015, for which a notice with agenda was sent out today. To be discussed is the shore line stabilization, park design, how to handle hazardous material, the bluff, along with preliminary road way, water and sewer design. Gary and his group will be working on the potential boat access area for rowing group. Once Preliminary Design is discussed and feed back is provided then it will go into a final design concept hopefully by next spring. Maurice Olivier requested what the amount of the contract will be, Gary followed up to indicate \$150,000 plus an additional \$20,000 to delve more into the boat house design, to which a portion to be covered in part by a grant. Jack Mettee mentioned once the City is in agreement on concept design then they will go to a developer to submit a proposal consistent with the City's concept design. Dan Barufaldi wanted to confirm how to sync developer and city needs on ROI and Jack Mettee responded to negotiate development needs and how to make sufficient ROI for a developer and how to lay out the design. A discussion was had that the City takes on the public spaces and developer focus on the direct development. Gary Bannon, Recreation Director, mentioned this is a unique



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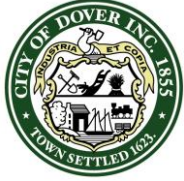
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property and we need to turn it into something with great potential, to work on Maglaras Park and provide access to the river. Dickinson saw the value but didn't want to give a lot of property toward the public access. Having the dredged river has been attractive to UNH rowing as they were looking for a new location. When the potential, was understood, for greater access to the river, from both sides of the river, this will also add value to surrounding properties. Started programming on the river to row, canoe, kayak, etc. other pieces of this are for recreation. The city applied for a grant which had a strict approach that was met as we would offer the public recreational access and the funding for a dock which we asked for in the amount of \$150,000. The dock is around that amount. Gary discussed, with a display, the depth of the area that needs to be defined in the center out of the mud to be a programmable space. Area of contamination and building debris that was buried will need to be worked around. The development and park should work together and the value should work for both sides. People are willing and able to raise funds for this property of \$150,000 grant matched with the Union Studios funds. Sam Haddadin asked if there was any room around the park for a café and restroom to be incorporated. Gary said yes, it all falls together with the community boat house where there will be space for storage or rental of boats and restrooms. Private money is needed to build this from rowing, university, and people from the world of paddle sport. What needs to go into the building, of the developer space, such as the lower level to be commercial space and residential space above. Gary mentioned if you go to the river anytime between 5:30 to 8 am there are 100 people down there he mentions this to advocate the need to provide the potential use of the public access area. Who is going to benefit from this when you look up and down the river and everything around that area, the TIF District will become very valuable. Pete Hamblett wanted to know the history and how many acres were provided. There is a total of 30 acres but actual usable maybe about 4 to 5 acres with 1700 feet of water frontage. Pete Hamblett followed up on if there will still be plenty of acres for the developers for parking, road way and infrastructure to go with how it is laid out. There will be a very attractive and cohesive buffer between the park and the development. It was confirmed that Gary Bannon will be attending the CWDAC meeting with Jack Mettee, along with Crystal Kent who will be attending the CWDAC meeting to provide an update on the Earth, Sea, and Space museum. A question on the confirmed access to Henry Law Park, so it will all tie together was positively confirmed by Gary Bannon. Jack Mettee did mention that it had been discouraging in regards to the progress with Dickinson as this developer kept making the development bigger and the park smaller. So now the City will make the investment and then negotiate with developers.

- Third St. RFP DBIDA Review, Jack Mettee
 - Jack Mettee, Point Person

Chris Parker discussed back in 2011 the City Council, DBIDA and the Parking Commission had discussion on the property that the City owns and is underutilized. The outcome was to sell the 1st Street parking lot to the Rperia Group. The 3rd street lot was put up for sale however no one responded to the original RFP. So the 3rd Street RFP was reevaluated and refreshed. This time there was one response, the developer proposed a mixed use building across from the Asia Restaurant and Ross Furniture, in the proposed plan, that Chris Parker had for visual review, the developer would leave 33 parking spaces by the railroad tracks. They provided a street rendering of the proposed commercial then residential behind. Chris Parker was looking for feedback from DBIDA on what they would like to see on the lot and mentioned one key thing is that everyone recognizes the weird shape of the lot for the concept of mixed use. Chris Parker's goal is to receive feedback from the downtown TIF, Parking Commission, DBIDA and City Council and then go into negotiations based on feedback that is received. There is a proposed 75/25 ratio of residential to commercial units. They would figure some portion that would be facing 3rd



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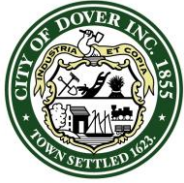
street will be commercial. The proposed plan does not meet zoning as the building should be flush against the road and first floor is suppose to be all commercial. The lot has good commercial elements with the proximity of the railroad but could be a factor when people bid on this lot for residential placement. Night time parking spaces would be dedicated to residents and during the day time hour's parking spaces are available to the public. At this time Chris Parker has indicated the parking lot is empty during the weeknights however the weekends are busier. No more than 3 residential units and bedrooms would be mixed as they would be geared to under-graduate students, for them to take advantage of the train station. Scott Johnson provided his feedback that the design as it stands is wrong on a bunch of different levels. Another option is to build a parking deck with commercial and residential and lease back on deck. Some things could be negotiated but lack of enthusiasm is a sign. Sam Haddadin mentioned that DBIDA is proactive in looking to move the mix of residential and commercial. Jack Mettee provided his heartache on the building located on 1st Street did not come to the side walk and same is being proposed on the proposed plan for 3rd Street and they should adhere to the surrounding building with 3 story not 2.5. It would also be difficult for retail to be successful with that many residential. Phil Rinaldi does not like the proposed plan for 3rd Street as it need more work. Scott Johnson does not support or like the residential being on the first floor. Maurice Olivier followed up with a request on the next steps and Chris Parker is going to review and get the thoughts from the Parking Commission and TIF, then he, Dan Barufaldi, Bill Simons will go through the "meat" of proposal on negotiating or cut your losses as only so much can be negotiated. TIF aspect for 2019 the capital improvement program is to build a deck, to double the parking, to provide parking to meet the need. The project to be left in the CIP and it is in the TIF district.

7. NEW BUSINESS:

- Bob Paolini replacement. Steve Wyrsh available.
- Downtown Merchants/ Hotel/ Bus tour Project: Nicole Sukduang working on a discount and Special program for Dover Hotel Guest.
- Citizens' Leadership Academy presentation, October29th. –Dan made a presentation on October 29 on the activities and projects of the Economic Development Department.
- Staff Development: Powerful Presentations Class (Barufaldi & Sukduang) 10/7 – Dan and Nicole attended the presentation presented by David Peck.
- SEDD Meeting Durham, 10/27 – Dan also attended the Tri-City Alliance Program in Durham to hear what is going on in Durham, that went well and Dan was impressed with modifications of their city hall
- CIBOR Statewide Meeting, Bedford, 10/28 – Dan was in attendance.

8. Manager's Report, D. Barufaldi Economic Development Section October, 2015.

October there is little pause in economy. Some manufacturers see effect of the US strong dollar compared to the Euro. Manufacturing remains fairly strong.



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Scott question on the Economic Development report back page noticed the 49,000 sq. ft. on Production Drive and asked if there was any new activity on that? Dan Barufaldi indicated yes there is new activity and that is all he can discuss at this time in public session.

D. Barufaldi gave an overview of the report distributed to the board members.

9. Financial Report: June, 2015 Month-End Reports/ Reports vs. Budget

D. Barufaldi gave an overview of the report distributed to the board members.

Motion: Phil Rinaldi made a motion to accept the 2015 October Month-End Report. Seconded by Pete Hamblett.
Vote U/A

9. **ADJOURN:**

Motion: Scott Johnson made a motion to adjourn at 5:47 p.m. Seconded by Sam Haddadin. Vote: U/A